

### III. Attachments to the Technical Proposal

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**Abstract: Washington Data Quality Initiative**

The Washington State Employment Security Department (ESD), in partnership with the Education Research and Data Center (ERDC) of the Office of Financial Management (OFM) submits this proposal for funding in the amount of \$1,000,000 under funding opportunity SGA/DFA PY-11-01 to serve the State of Washington.

Based on capacity descriptions contained in the SGA, the workforce longitudinal data system of Washington State is best described as a “partial” system. ESD and ERDC plan to develop the state’s workforce longitudinal data system within the state P-20/Workforce (P-20W) system. Data linkages with longitudinal education data are planned or in place, but the current P-20W data system has focused on workforce components that have a clear connection to individuals represented in the education part of the P-20W system and not to all individuals with workforce connections.

Work proposed in this application leverages the vision and successes of Washington’s P-20W data system to achieve complete connections between all workforce and all education data pertinent to the state. From the beginning, Washington’s ambitious plan to build a longitudinal preschool-to-career data system has included workforce elements. To date, the system has incorporated the subset of UI wage data that pertains to individuals present in education records. UI Claimant data has been incorporated on a request basis, as it is needed for specific studies. Plans are in place to add ESD data related to participants in workforce programs (Workforce Investment Act Title I, Wagner-Peyser Act, Trade Adjustment Act). The State Apprenticeship Agency has provided Registered Apprenticeship data. Adult Basic Education, which is provided by the State Board for Community and Technical Colleges, is also included in the current P-20W data system. Data-sharing agreements and procedures for secure file transfer and storage are in place to cover these activities.

Three over-arching deliverables are proposed in Washington’s application:

- *Enhancing UI wage data* by developing and implementing standardized methods for estimating missing data, including options for standardizing adjustment for inflation, and adding appropriate geographic codes to records where employers do not report wage data at the location level.
- *Offering service providers a simple way to receive non-confidential summary employment data* about a group of individuals receiving service. This will allow a variety of organizations (for example, community-based organizations, high school drop-out retrieval programs, job skills programs, colleges) to obtain labor force outcomes for the population they serve in a user-friendly manner.
- *Conducting research and analytical studies* including program outcome and net-impact analyses. Four specific research studies are identified. The first phase for each study will be an exploratory data analysis. A workgroup will form for each study topic to define the second, more detailed, phase of research and analysis to be completed within the scope of the grant funding.

In all areas ESD and ERDC staff will adhere strictly to both the letter and spirit of privacy laws affecting individual-level data and be sensitive to other privacy concerns.

OMB Number: 4040-0010

Expiration Date: 08/31/2011

**Project/Performance Site Location(s)**

**Project/Performance Site Primary Location** ☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Washington State Employment Security Department

DUNS Number:

\* Street1: 212 Maple Park

Street2:

\* City: Olympia

County: Thurston

\* State: Washington

Province:

\* Country: USA: UNITED STATES

\* ZIP / Postal Code: 98504

\* Project/ Performance Site Congressional District: 3

**Project/Performance Site Location 1** ☐ I am submitting an application as an individual, and not on behalf of a company, state, local or tribal government, academia, or other type of organization.

Organization Name: Washington State Office of Financial Management

DUNS Number: 808882971

\* Street1: 210 11<sup>th</sup> Ave SW

Street2:

\* City: Olympia

County: Thurston

\* State: Washington

Province:

\* Country: USA: UNITED STATES

\* ZIP / Postal Code: 98504

\* Project/ Performance Site Congressional District: 3

Additional Location(s)

Add Attachment

Delete Attachment

View Attachment

## **MEMORANDUM OF UNDERSTANDING: Responsibilities and Principles For Sharing and Using P-20 and Workforce Data**

### **Purpose statement**

The purpose of the Washington P-20 and workforce data system is to increase understanding of educational programs and outcomes and relationships to employment programs and outcomes. The system links education and workforce sectors and focuses on the transitions between these sectors. It provides unique opportunities for collaboration among the partner agencies to work together. This MOU memorializes agreed principles by the partner agencies concerning how data will be contributed and shared and sets forth some responsibilities of the data recipients, whether they are partner agencies contributing data or other requestors.

### **Principle 1: Education Research and Data Center provides cross-sector, linked data to all data consumers in a consistent, transparent way**

ERDC provides cross-sector, linked data and analysis. Cross-sector is defined as including at least two education or workforce sectors. Single-sector data requests will be referred to the appropriate agency. If requested by a partner agency, ERDC may assist with a single-sector analysis.

### **Principle 2: Education Research and Data Center maintains the P-20 and workforce data warehouse**

- Partners are committed to populating the data warehouse with more and better data as it becomes available to load into the data warehouse. ERDC is committed to providing opportunities for on-going consultation regarding data quality and new data.
- ERDC is established as an authorized representative of the state educational agencies for purposes of researching and analyzing data to support education budgeting and policymaking functions of the Legislature, the Governor, and state educational agencies. The Legislature created ERDC and authorized the longitudinal data system in the same comprehensive bill, evidencing an intention that ERDC would perform research and analysis on data collected through the longitudinal data system. (ATG Memorandum, July 9, 2008)
- The P-20 system includes education agencies and the Employment Security Department (RCW 43.41.400).

- Partner data contributors agree to share student and workforce data through ERDC to the extent feasible. The data contributors share data enabling research and evaluations to improve their respective programs through the analysis of student, educator, fiscal and workforce data.
- ERDC coordinates the matching and de-identification of individual-level records in order to protect the confidentiality and privacy of individual students, workers and employers.

**Principle 3: Protecting the privacy of individuals is a priority**

Three levels of data can be extracted from the data warehouse:

1. Highly Restricted-Use Data (Level 1) - Data that include information about the identity of individuals and employers is confidential. Level 1 is the term for data that contains individually identifiable information. Level 1 data require specific procedures to protect confidentiality per FERPA regulations and other state and federal requirements. These types of data are rarely shared and shall only be used for unit record matching purposes.
  - a. Access to Level 1 data requires a formal request that must be approved by a Data Request Review Board and any other data contributors.
2. Restricted-Use Data (Level 2) – Data at the unit record level but containing no individually identifiable information. Level 2 data are all information in those files and all information derived from those data including data resulting from merges, matches or other uses of the data. Merging Level 1 data records with Level 2 data records results in a merged file that is Level 1. Merely deleting identity fields from a Level 1 files does not necessarily create a Level 2 file. Disaggregation of Level 2 records, even without explicit identification fields, may result in a record where the identity of the subject could be reasonably inferred.
  - a. Access to Level 2 data requires a data sharing agreement with ERDC (data contributors do not have to sign the agreement).
3. Public-Use Data (Level 3) – Data aggregated from Level 2 data that contain no unit record data, is for public use, and acceptable for publication purposes. Access to Level 3 data is unrestricted.

**Principle 4: Partner agency data contributors (at the state and local levels) are experts at understanding and explaining the data**

- ERDC will refer single-sector data requests to the appropriate agency.
- ERDC will confer with all data contributors before responding to a request for cross-sector information.
- ERDC will notify pertinent state agencies when data have been shared.

- Recipients of ERDC data or reports will be provided an agency contact to communicate with regarding use of the data.
- Recipients of data will provide an opportunity for ERDC and data contributors to review and comment on research design, drafts of findings and conclusions, and final reports.

**Principle 5: Common understanding and use of data increases its value**

With any public display of data, data recipients must include the methodology and assumptions used on a data set.

This MOU with ERDC was signed by representatives from the following agencies and institutions:

Department of Early Learning

Employment Security Department

Higher Education Coordinating Board

Office of Superintendent of Public Instruction (SEA)

State Board for Community & Technical Colleges

University of Washington

Washington State University

Central Washington University

Eastern Washington University

The Evergreen State College

**INTERAGENCY DATA SHARING AGREEMENT**  
between  
the  
**STATE OF WASHINGTON**  
**UNIVERSITY OF WASHINGTON**  
**MATHEMATICS ENGINEERING AND SCIENCE ACHIEVEMENT PROGRAM,**  
**EMPLOYMENT SECURITY DEPARTMENT,**  
and the  
**OFFICE OF FINANCIAL MANAGEMENT**

This Interagency Data Sharing Agreement (DSA) is entered into by and between Mathematics Engineering and Science Achievement Program, hereinafter referred to as "UW-MESA", Employment Security Department, hereinafter referred to as "ESD", and the Office of Financial Management, hereinafter referred to as "OFM", pursuant to the authority granted by Chapter 39.34 RCW.

**AGENCY PROVIDING DATA: OFFICE OF FINANCIAL MANAGEMENT**

Contact	<u>Agreement Administrator:</u>	<u>Technical Administrator:</u>
Name(s):	Jim Schmidt	Kent Meneghin
Title:	Sr Forecasting Coordinator	Education Analyst
Division:	Forecasting	Forecasting
Address:	PO Box 43113	PO Box 43113
	Olympia, WA 98504-3113	Olympia, WA 98504-3113
Phone:	360-902-0595	360-902-0959
E-mail:	Jim.schmidt@ofm.wa.gov	Kent.meneghin@ofm.wa.gov

**AGENCY AUTHORIZING OFM TO PROVIDE DATA: EMPLOYMENT SECURITY DEPARTMENT**

Contact	<u>Agreement Administrator:</u>	<u>Technical Administrator:</u>
Name(s):	Greg Weeks	Tim Norris
Title:	Director	Manager, Customer Coordination & Delivery Systems
Division:	Labor Market & Economic Analysis	Labor Market & Economic Analysis
Address:	PO Box 46000	PO Box 46000
	Olympia, WA 98504-6000	Olympia, WA 98504-6000
Phone:	360-438-4804	360-438-3163
E-mail:	gweeks@esd.wa.gov	tnorris@esd.wa.gov

**AGENCY RECEIVING DATA: UNIVERSITY OF WASHINGTON, MATHEMATICS ENGINEERING AND SCIENCE ACHIEVEMENT PROGRAM**

Contact	<u>Agreement Administrator:</u>	<u>Technical Administrator:</u>
Name(s):	James Dorsey	Erik Jones
Title:	Director	Associate Director

Division: MESA-UW OMAD  
Address: Box 355845  
Seattle, WA 98195  
Phone: 206-616-7739  
E-mail: jbdorsey@uw.edu

MESA-UW OMAD  
Box 355845  
Seattle, WA 98195  
206-543-4073  
Ejones5@uw.edu

#### **1. PURPOSE OF THE DSA**

The purpose of this DSA is for UW-MESA to provide OFM program participant information and for OFM to provide education and employment outcome data to UW-MESA to conduct a program evaluation.

By signing this agreement, ESD authorizes OFM to share employment data with the UW-MESA. ESD shares employment data with OFM in accordance with OFM DSA #K477/ESD #K834. Other educational agencies also share data with OFM, which may then be shared with the UW-MESA. For these educational agencies, OFM shall follow the disclosure requirements set forth in the interagency data sharing agreement with each educational agency.

#### **2. DEFINITIONS**

"Agreement" means this Interagency Data Sharing Agreement, including all documents attached or incorporated by reference.

"Data Transmission" refers to the methods and technologies to be used to move a copy of the data between systems, networks and/or employee workstations.

"Data Storage" refers to the state data is in when at rest. Data can be stored on secure environments.

"Data Encryption" refers to ciphers, algorithms or other encoding mechanisms that will encode data to protect its confidentiality. Data encryption can be required during data transmission or data storage depending on the level of protection required for this data.

"OFM Data" means data provided by OFM to the UW-MESA, whether that data originated in OFM or in another entity.

"Personal Information" means information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, drivers license numbers, credit card numbers, any other identifying numbers, and any financial identifiers.

#### **3. PERIOD OF AGREEMENT**

This Agreement shall begin on May 20, 2011, or date of execution, whichever is later, and end on June 30, 2013, unless terminated sooner or extended as provided herein.

#### **4. DESCRIPTION OF DATA TO BE SHARED**

OFM will perform statistical analysis of the data after replacing SSN identifiers with research ID numbers to ensure that the ability to create a reporting cell with less than three records is eliminated. A reporting cell is created by aggregating the individual records together based on all iterations of attributes of a record. Data "fuzzing" or providing a range of information instead of an absolute value will be used in areas where an extensive number of reporting cells are flagged for potential identification. OFM will work with ESD on developing and standardizing methodologies relating to de-identifying personal records.

UW-MESA shall submit the following data to OFM:

Individual level data with personally identifiable information for matching purposes which includes: first, middle and last name, SSID, date of birth, gender, ethnicity, school, grade(s) and year(s) they participated in MESA, future college and career goals and any other program data MESA wishes to use in their analyses.

OFM shall submit the following data back to UW-MESA, linked to the UW-MESA program data, at an individual, de-identified level with a research ID:

SAT and ACT scores; higher ed enrollment (institution and year of enrollment); FRPL status; High school graduation date; math and science courses taken in college; college major; STEM major indicator; Higher ed degree and year; employment industry; employment hours; earnings of college attendees, college graduates, high school graduates; Special ed flag; Bilingual flag.

#### **5. DATA CLASSIFICATION**

According to the Information Service Board Information Technology Security Standards Policy Number 401-S4, Section 4.1, agencies must classify data into categories based on the sensitivity of the data.

- ☐ Category 1, Public Information subject to disclosure (Public information is information that can be or currently is released to the public. It does not need protection from unauthorized disclosure, but does need integrity and availability protection controls.)
- ☐ Category 2, Sensitive Information (Sensitive information may not be specifically protected from disclosure by law and is for official use only. Sensitive information is generally not released to the public unless specifically requested.)
- ☒ Category 3, Confidential Information exempt from disclosure (Confidential information is information that is specifically protected from disclosure by law. It may include but is not limited to:
  - a. Personal information about individuals, regardless of how that information is obtained.
  - b. Information concerning employee personnel records.
  - c. Information regarding IT infrastructure and security of computer and telecommunications systems.)
- ☐ Category 4, Information Requiring Special Handling subject to disclosure Confidential information requiring special handling is information that is specifically protected from disclosure by law and for which:
  - a. Especially strict handling requirements are dictated, such as by statutes, regulations, or agreements.
  - b. Serious consequences could arise from unauthorized disclosure, such as threats to health and safety, or legal sanctions.)

#### **6. DATA TRANSMISSION**

OFM and UW-MESA shall transmit data using the Secure File Transfer (SFT) site.

#### **7. DATA STORAGE AND HANDLING REQUIREMENTS**

##### **A. Protection of Data at Rest**

All data provided by OFM will be stored on a server with access limited to the least number of UW-MESA staff needed to complete the purpose of this DSA.

##### **B. Access to Data at Rest**

Any data under this Agreement shall not be directly accessed by unauthorized individuals or systems.

**8. CONSTRAINTS ON USE OF DATA**

This Agreement does not constitute a release of the data for UW-MESA's discretionary use, but may be accessed only to carry out the responsibilities specified herein. Any ad hoc analyses or other use of the data, not specified in this Agreement, is not permitted without the prior written agreement of OFM.

UW-MESA is not authorized to update or change any of OFM's data, and any updates or changes will be cause for immediate termination of this Agreement.

Data provided by OFM cannot be linked with other data as a way to determine the identity of individual students.

UW-MESA shall follow applicable state laws and the guidelines specified in the Institute of Education Sciences SLDS Technical Brief 3, Statistical Methods for Protecting Personally Identifiable Information in Aggregate Reporting (NCES 2011-603) when displaying student information in public reports.

Ten (10) working days prior to any public release of any reports, UW-MESA will provide the report to the Office of Superintendent of Public Instruction, State Board of Community and Technical Colleges, six public baccalaureate institutions and ERDC for their review and comments on the reports.

**9 DISPOSITION OF DATA**

When data is no longer needed for the intended purposes outlined in this Agreement, this Agreement ends or is terminated, UW-MESA shall dispose of the data received at that time and provide written notification of the disposal.

**10. SECURITY OF DATA****A. Data Protection**

UW-MESA shall take due care and take reasonable precautions to protect OFM's data from unauthorized physical and electronic access. UW-MESA will strive to meet or exceed the requirements of the Information Services Board (ISB) policies and standards for data security and access controls to ensure the confidentiality, availability and integrity of all data shared.

**B. Data Security Technology Standards**

UW-MESA agrees to maintain full compliance with current Information Technology Security Policy and Standards issued by the Information Services Board.

**C. Breach of IT Data Security**

If UW-MESA detects a breach in the IT security for this data such that personal information may have been accessed or disclosed without proper authorization, UW-MESA will give notice to OFM within one (1) business day of discovering the breach. UW-MESA will take corrective action as soon as practicable to eliminate the cause of the breach. UW-MESA will be responsible for ensuring that appropriate notice is made to those vendors or individuals whose personal information may have been improperly accessed or disclosed.

**11. NON-DISCLOSURE OF DATA**

Before receiving the data identified above, UW-MESA shall notify all staff who will have access to the data of the following requirements.

**A. Non-Disclosure of Data**

1. UW-MESA staff and their contractors shall not disclose, in whole or in part, the data provided by OFM to any individual or agency, unless this Agreement specifically authorizes the disclosure. Data may be disclosed only to persons and entities that have the need to use the data to achieve the stated purposes of this Agreement.
2. UW-MESA and their contractors shall not access or use the data for any commercial or personal purpose.
3. Any exceptions to these limitations must be approved in writing by OFM.

**B. Penalties for Unauthorized Disclosure of Information**

In the event UW-MESA fails to comply with any terms of this Agreement, OFM shall have the right to take such action as it deems appropriate. The exercise of remedies pursuant to this paragraph shall be in addition to all sanctions provided by law, and to legal remedies available to parties injured by unauthorized disclosure.

**C. Employee/Contractor Awareness of Use/Non-Disclosure Requirements**

UW-MESA shall notify all staff and their contractors with access to the data, including IT support staff and those who will use the data, of the use and non-disclosure requirements related to the data described in this Agreement. UW-MESA will also advise new staff and new contractors of the provisions of this Agreement.

**12. DATA CONFIDENTIALITY**

UW-MESA acknowledges the personal or confidential nature of the information and agrees that their staff and contractors with access shall comply with all laws, regulations and policies that apply to protection of the confidentiality of the data.

This data is personal or confidential under state law, and use of this information will be limited only to persons whose staff function requires such access.

Individuals will access data only for the purpose of this Agreement. Each individual with data access shall read and sign the following documents prior to access to the data:

- Exhibit A, "Statement of Confidentiality and Non-Disclosure," (OFM)
- Exhibit B, "Office of Superintendent of Public Instruction Notice of Understanding and Promise Respecting the Non-Disclosure of Confidential Information"
- Exhibit C, "Confidentiality Agreement" for the State Board for Community and Technical Colleges

Copies of the signed forms will be sent to the OFM Agreement Administrator identified on Page 1 of this Agreement, who will distribute them to the other educational agencies as appropriate.

**13. OVERSIGHT**

UW-MESA agrees that OFM will have the right, at any time, to monitor, audit, and review activities and methods in implementing this Agreement in order to assure compliance therewith, within the limits of UW-MESA's technical capabilities.

**14. AMENDMENTS AND ALTERATIONS TO THIS AGREEMENT**

With mutual consent, OFM and UW-MESA may amend this Agreement at any time, provided that the amendment is in writing and signed by authorized staff.

**15. TERMINATION**

Either party may terminate this Agreement with thirty (30) days' written notice to the other party's Agreement Administrator named on Page 1.

**16. DISPUTE RESOLUTION**

In the event that a dispute arises under this Agreement that cannot be resolved between the parties, a Dispute Board shall determine resolution in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, contract terms, and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties.

**17. GOVERNANCE**

- A. The provisions of this Interagency Data Sharing Agreement are severable. If any provision of this Agreement is held invalid by any court, that invalidity shall not affect the other provisions of this Interagency Data Sharing Agreement and the invalid provision shall be considered modified to conform to the existing law.
- B. In the event of a lawsuit involving this Interagency Data Sharing Agreement, venue shall be proper only in Thurston County, Washington.

**18. SIGNATURES**

The signatures below indicate agreement between the parties.

**OFFICE OF FINANCIAL MANAGEMENT**

(Handwriting redacted)  
\_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Handwriting redacted)  
TITLE: \_\_\_\_\_  
(Handwriting redacted)  
\_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Handwriting redacted)  
TITLE: \_\_\_\_\_

NOTE: TWO PARTIES WILL SIGN FOR OFM -- THE OFM CONTRACT SERVICES MANAGER AND THE ASSISTANT DIRECTOR OR DELEGEE FOR THE DIVISION INVOLVED.

**EMPLOYMENT SECURITY DEPARTMENT**

(Handwriting redacted)  
\_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Handwriting redacted)  
TITLE: \_\_\_\_\_

**UNIVERSITY OF WASHINGTON  
MATHEMATICS ENGINEERING AND SCIENCE  
ACHIEVEMENT PROGRAM**

(Handwriting redacted)  
\_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Handwriting redacted)  
TITLE: \_\_\_\_\_

## EXHIBIT A

## STATEMENT OF CONFIDENTIALITY AND NON-DISCLOSURE

between the  
State of Washington

## OFFICE OF FINANCIAL MANAGEMENT

and the

## MATHEMATICS ENGINEERING AND SCIENCE ACHIEVEMENT PROGRAM

OFM DSA No. K891

Before you are allowed access to the information in the data, you are required to sign the following statement:

As an employee of the University of Washington, Mathematics Engineering and Science Achievement Program, I have access to information contained at the State of Washington, Office of Financial Management (OFM). This information is confidential, and I understand that I am responsible for maintaining this confidentiality. I understand that the information may be used solely for the purposes of work under OFM DSA No.K891.

- I have been informed and understand that all information related to this DSA is confidential and may not be disclosed to unauthorized persons. I agree not to divulge, transfer, sell, or otherwise make known to unauthorized persons any information contained in this system.
- I also understand that I am not to access or use this information for my own personal information but only to the extent necessary and for the purpose of performing my assigned duties as an employee of UW-MESA under this Agreement. I understand that a breach of this confidentiality will be grounds for disciplinary action which may also include termination of my employment and other legal action.
- I agree to abide by all federal and state laws and regulations regarding confidentiality and disclosure of the information related to this DSA.

(Handwriting redacted)

Signature of Employee

(Handwriting redacted)

Printed Name of Employee

(Handwriting redacted)

Date

Please return signed forms to ERDC, PO Box 43113, Olympia, WA 98504-3113

OFM DSA No.K891

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## EXHIBIT B

OFFICE OF SUPERINTENDENT OF PUBLIC INSTRUCTION  
NOTICE OF UNDERSTANDING AND PROMISE RESPECTING THE  
NONDISCLOSURE OF CONFIDENTIAL INFORMATION

I understand that I will be working directly or indirectly with confidential information and that the term "confidential information" means any and all information provided by the OSPI to the ERDC, its staff, employees, officers, agents and independent contractors which is exempt from disclosure pursuant to the state public disclosure laws at Chapter 42.56 RCW, including, but not limited to:

- (1) Any assessment-related information, the disclosure of which could impair or compromise the validity or reliability of the assessment, including but not limited to (a) student assessment and test items, questions, problems and exercises, (b) student assessment and test scoring keys and other data used to administer a student assessment test, and (c) any other assessment or test information, the disclosure of which could impair or compromise the validity or reliability of a student assessment or test.
- (2) Any personally identifiable student-related information, including, but not limited to (a) student names, (b) the name of a student's parent or other family members, (c) student addresses, (d) the address of a student's family, (e) personal identifiers such as a student's social security numbers or student number, (f) personal characteristics that would make a student's identity easily traceable, (g) any combination of information that would make a student's identity easily traceable, (h) test results for schools and districts which test fewer than ten students in a grade level, and (i) any other personally identifiable student related information, or portrayal of student related information in a personally identifiable manner.

I further understand that I am prohibited from directly or indirectly making any unauthorized disclosure of any such confidential information to any other person or entity, and I swear or affirm and promise that I will not do so. Finally, I understand that if I participate in any unauthorized disclosure of confidential information I may be subject to applicable disciplinary, civil, and criminal proceedings and/or penalties.

Signature \_\_\_\_\_ (Handwriting redacted) Date \_\_\_\_\_ (Handwriting redacted)  
Printed Name, Title \_\_\_\_\_ (Handwriting redacted)

Irv Lefberg, as employee for the OFM/ERDC, hereby assures the Office of Superintendent of Public Instruction (OSPI) that : (1) the above name person has been informed of the obligations and limitations respecting the nondisclosure of confidential information established by the Data Access and Management Agreement between the ERDC and the OSPI, (2) no confidential information as defined above will be disclosed to any person or entity not expressly authorized by or pursuant to the Agreement to receive such information, (3) the ERDC shall adequately safeguard all such confidential information from disclosure to or access by unauthorized persons, and (4) all confidential information provided by or accessed through the OSPI will be retrieved and returned to OSPI prior to the expiration of the Agreement, immediately upon termination of the agreement by either party.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name, Title \_\_\_\_\_

(An original of this signed document must be returned to the Office of Superintendent of Public Instruction.)

## EXHIBIT C

## CONFIDENTIALITY AGREEMENT

(Handwriting redacted)

(PROJECT NAME and DESCRIPTION)

(Handwriting redacted)

(HANDWRITING REDACTED)

(Handwriting redacted)

(COLLEGE/ORGANIZATION)

(Handwriting redacted)

(COLLEGE/ORGANIZATION ADDRESS)

I, \_\_\_\_\_ (Handwriting redacted), agree that when given access to individually identifiable data:

I will not use or reveal any individually identifiable information furnished, acquired, retrieved or assembled by me or others for any purposes other than statistical, aggregate reporting. Individually identifiable information includes all personal information (e.g. name, birth date, social security number), which may, in any manner, identify the individual.

I will not use or reveal any data furnished, acquired, retrieved or assembled by me or others for any purpose other than the above named project.

I will not make any public disclosure or publication whereby individuals or the colleges where they are enrolled could be identified. Publicly reported aggregated results will not contain any group of fewer than 10 students.

I will not permit anyone other than the individuals who have signed and submitted this form for this project to examine individually identifiable information.

I will maintain all individually identifiable data in a secure environment (such as a restricted network directory).

I will destroy any data furnished, acquired, retrieved or assembled by me upon completion of the project.

(Handwriting redacted)

(SIGNATURE)

(Handwriting redacted)

(DATE)

## EXHIBIT B

ESD Agreement No. K834  
Other Party Agreement No. K477WASHINGTON STATE EMPLOYMENT SECURITY DEPARTMENT  
NOTICE OF NONDISCLOSURE

As a non-Employment Security Department (ESD) employee, you may be given access to records or information that is deemed private and confidential by statute.

You may not make any unauthorized disclosure of private or confidential information about employers, clients/claimants or employees to any person or entity. Confidential information includes but is not limited to employee's wages or hours, unemployment insurance benefit records, and standard industrial classification (sic) codes of individual employers.

The unauthorized disclosure or abuse of information deemed private and confidential may subject you to a civil penalty of Five Thousand dollars (\$5,000) and other applicable sanctions under state and federal law. (RCW 50.13)

I have read and understand the above Notice of Nondisclosure.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

The above individual has been informed of the obligations of the above referenced agreement and Statement of Work including any limitations, use or publishing of Confidential Data.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)

(An original of this notice must be returned to the Employment Security Department)



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

*Insurance Building, PO Box 43113 • Olympia, Washington 98504-3113 • (360) 902-0555*

April 16, 2012

U.S. Department of Labor  
Employment and Training Administration  
Office of Grants Management  
200 Constitution Avenue NW, Room N4716  
Washington, D.C. 20210

Re: Grant Application for the Workforce Data Quality Initiative (WDQI), SGA/DFA PY 11-01

Dear WDQI Grant Evaluation Committee:

I am writing to confirm that the Washington State Office of Financial Management (OFM) is fully prepared and committed to support the Washington State Employment Security Department (ESD) to implement the WDQI grant, if awarded by the U.S. Department of Labor. The proposal was developed by the OFM Education Research and Data Center (ERDC) in collaboration with our designated state workforce agency, the ESD and numerous education and workforce partners. As the Assistant Director who heads the Forecast and Research Division at OFM, my role includes overseeing the work of the ERDC.

We are extremely excited about the WDQI opportunity. Our staff includes several people who have worked in the Labor Market and Economic Analysis Branch of ESD and at one time I was the Assistant Commissioner at ESD responsible for that division. We have a long-standing connection to workforce data, performance measurement, program evaluation, and presentation of complex data. In our role as the home for Washington's P-20/Workforce Longitudinal Data Warehouse, the OFM ERDC has a central role in coordinating, fostering collaboration, and promoting the use of data to make decisions.

This application is an important step forward for Washington's workforce data, program evaluation, and customer service efforts. It represents a valuable addition to our state toolkit and we fully support these efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Marc Baldwin".

Marc Baldwin  
Assistant Director  
Forecasting and Research Division





April 13, 2012

Department of Labor  
Employment and Training Administration  
Office of Grants Management  
200 Constitution Avenue, N.W., Room N4716  
Washington, DC 20210

Re: Grant Application for the Workforce Data Quality Initiative, SGA/DFA PY 11-01

Dear WDQI Grant Evaluation Committee:

We are writing to express our organization's strong support for the Washington State's application to the Department of Labor to receive funding to improve access to Employment Security information. This type of improved user interface would be such a huge breakthrough for our region's work force development system and our community-level education work.

We staff a large regional project known as the Road Map Project, which is aiming to double the number of young people from our region who obtain a college degree or a career credential by 2020. We work with students and families in South Seattle and South King County, which is our region's area of highest need. The area includes seven school districts and five community colleges. All of these institutions are partners in the Road Map project.

We believe in the power of using data to accelerate improvement. We have a whole set of comprehensive indicators of student success which we track and report on annually. One of our key metrics is to look at labor force outcomes—employment/occupational status and wage level—and having a user-friendly way to obtain this information would be fantastic. As you probably know, there is now a way to get the information, but it is not efficient and it tends to discourage many work force development agencies from using real-time labor force information to help them improve their work with job seekers.

We are working closely with the Washington State Education Data and Research Center on a number of related projects, and we very much value their work and the role they are playing in our state. Given their leadership on the development of the longitudinal P-20 data system, it makes great sense to invest in their additional capability to improve access to labor market information. We hope you will look favorably upon this grant request. We can assure you that if granted, the funds will be put to good use, and the communities of Washington State will be greatly benefited.

Cordially,

Mary Jean Ryan  
Executive Director  
Community Center for Education Results

Community Center for Education Results • 2100 24<sup>th</sup> Avenue South, Suite 340 • Seattle, WA 98144 • [www.ccedresults.org](http://www.ccedresults.org)



April 16, 2012

Department of Labor  
Employment and Training Administration  
Office of Grants Management  
200 Constitution Avenue, N.W., Room N4716  
Washington, DC 20210

Re: Grant Application for the Workforce Data Quality Initiative, SGA/DFA PY 11-01

Dear WDQI Grant Evaluation Committee:

We are writing to express our organization's support for the Washington State Employment Security Department's application to the Department of Labor to receive funding to create a comprehensive data warehouse that connects education and employment data. For workforce providers, access to employment data will allow better tracking of clients once they have been placed in jobs and will also create opportunities to conduct longitudinal analysis that demonstrates the impact of education and training on employment and career growth.

Seattle Jobs Initiative creates opportunities for students, workers and business to succeed by helping education and job training programs meet the demands of a new economy. Our organization provides low-income individuals with both short-term training and longer-term college attainment, combined with comprehensive wrap around supports and connections to employers, all to help our participants advance to living-wage jobs. In addition, through research, innovation and partnership-building efforts, Seattle Jobs Initiative works to improve the local workforce system serving low-income residents.

While Seattle Jobs Initiative is able to provide three-months of retention services upon job placement, there is no efficient or cost-effective way to access to employment data beyond this timeframe. As a result, we are limited in understanding the employment pathway for our participants and the impact postsecondary training and education has had on their economic prospects.

We are excited about the possibility of an expanded data warehouse that contains vital information about both the educational and career pathways of our participants. The ability to see a more complete picture of our participants and conduct longitudinal analysis will greatly benefit our work and provide a deeper look at the impact that we are making in supporting low-income adults.

Sincerely,

A handwritten signature in black ink, appearing to read "Anne Keeney".

Anne Keeney  
Executive Director

OPENING DOORS TO LIVING-WAGE CAREERS  
830 4<sup>th</sup> Avenue South, Suite 206 ■ Seattle, WA 98134-1337 ■ (206) 628-6975 ■ fax (206) 628-6986 ■ [www.seattlejobsinitiative.com](http://www.seattlejobsinitiative.com)

**SUPERINTENDENT OF PUBLIC INSTRUCTION**

*Randy I. Dorn* Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

April 18, 2012

US Department of Labor  
Employment and Training Administration, Office of Grants Management  
200 Constitution Avenue NW, Room N4716  
Washington, DC 20210

**Re: Grant Application for the Workforce Data Quality Initiative, SGA/DFA PY11-01**

Dear WDQI Grant Evaluation Committee,

I am writing to express my support for Washington State's application to the Department of Labor for a Workforce Data Quality Initiative grant. The Office of Superintendent of Public Instruction is a partner with the Education Research and Data Center on the P-20 Statewide Longitudinal Data System (SLDS) and we have collaborated with ERDC on numerous other projects and research. By leveraging ERDC's existing data capacity and developing additional tools for accessing the data, the proposed work will provide information more efficiently to educators and policymakers.

ERDC's WDQI work would complement the ongoing K-12 SLDS and the P-20 SLDS efforts in Washington. The longitudinal education data systems can be augmented by improved workforce data quality, increased access to aggregate data for cohort groups, and by leveraging education and workforce data to extend research.

We value making data available to our partners and stakeholders, and these projects will increase access to information. The "self-service" tool to get aggregated workforce data will provide tremendous functionality, and will be a valuable resource for OSPI, school districts and other K-12 education partners.

OSPI looks forward to continuing our partnership with ERDC and to their development of additional workforce data tools.

Sincerely,

A handwritten signature in blue ink that reads "Alan Burke".

Alan Burke, Ed.D.  
Deputy Superintendent  
K-12 Education



Bamby Fields, MPA  
Research Associate  
Office of Institutional Research, Demography & Assessment  
Eastern Washington University  
Cheney, WA 99004

April 16, 2012

Department of Labor  
Employment and Training Administration  
Office of Grants Management  
200 Constitution Avenue, N.W., Room N4716  
Washington, DC 20210

Re: Grant Application for the Workforce Data Quality Initiative, SGA/DFA PY 11-01

Dear WDQI Grant Evaluation Committee:

This letter is to support the efforts of the Washington Employment Security Department (ESD) in obtaining a Workforce Data Quality Initiative (WDQI) grant from the U.S. Department of Labor, Employment and Training Administration. The Washington State Education Research and Data Center (ERDC) of the Office of Financial Management is collaborating with ESD to define work activities associated with the existing Statewide Longitudinal Data System (SLDS), which contains pre-school through college student unit record data.

Combining applicable workforce data with student data in SDLS will result in a linked education/workforce longitudinal database that will provide outcomes of interest on an on-going basis to the legislature, the public and various federal and state agencies.

Eastern Washington University has been providing unit record student data to ERDC for the past several years in order to develop the SLDS. Linking educational outcomes data with targeted ESD data will extend the functionality of the existing SLDS by extending student's educational outcomes to workforce outcomes, which are of great interest to the stakeholders of Eastern Washington University and other colleges and universities in Washington State. The data feedback reports produced from the expanded SLDS will be very useful in our university's future grant writing efforts relating to the outcomes of our graduates and will also assist us in our accountability and accreditation efforts.

I commend the efforts of ERDC in the planning and on-going development of SLDS. The reports produced from SLDS thus far have been useful to institutions, agencies and the legislature in Washington State. The collaboration between ESD and ERDC will result in improving the quality and accessibility of educational data linked with workforce data.

As an education research professional, I highly value sources of data that are accessible, accurate and secure. My experience with the ERDC staff has shown that they have the capability of designing a highly functional longitudinal education/workforce database and will be a conscientious custodian of this important data. The collaboration of Washington State ESD and the ERDC will produce a model for state longitudinal databases that can serve to inform the public and the government on the success of our next generation of educated and productive citizens.

Most sincerely,

*Bamby Fields*

Office of Institutional Research, Demography & Assessment  
207 Showalter Hall • Cheney, WA 99004-2445 • 509.359.6564 • [www.ewu.edu](http://www.ewu.edu)  
Eastern Washington University is committed to equal opportunity and affirmative action in employment.

## **PROJECT MANAGER**

### **Definition**

This position is responsible for the success of the work proposed in this application. The most successful candidate will possess proven project management and grant administration skills. We seek candidates who are knowledgeable of applicable Federal statutes, regulations, orders, rules, and guidelines as they pertain to grants processes, procedures, and requirements. This knowledge must be sufficient to assist with researching and writing sub-recipient agreements and to provide technically accurate guidance to grantees and staff.

### **Desirable Qualifications**

This individual must also be successful in building strong working relationships with partners in other agencies, jurisdictions, or industries. These relationships will help the selected candidate succeed in meeting grant goals.

Additional qualifications include:

- Excellent communications skills to convey technical or complex information using audience-appropriate communication techniques.
- Ability to develop drafts of sub-recipient grant award documents in coordination with the project manager and other Agency staff.
- Ability to monitor sub-recipient grantee's compliance with grant terms and conditions including proper reporting, appropriate payment draw downs, progress on the work plan, and assessment of the need for changes to the agreement.
- Experience providing assistance and expertise on unusual problems or situations to external partners and agency staff related to fleet emission sources and data.
- Ability to comply with federal grant reporting requirements.
- Ability to provide advice to finance and program staff on federal grant requirements and grant's administration.
- Intermediate level proficiency with MS Office software such as Word, Excel, and Access. MS Project experience highly desired.

The following experience is preferred, but not required:

- Project management certificate training and certification as a Project Management Professional (PMP) and prior successful project management experience in a project of this size and complexity
- Previous experience working in a workforce or education agency or organization.

## **BUSINESS ANALYST**

### **Definition**

The Business Analyst contributes to the success of a project by working as a liaison with stakeholders in order to elicit, analyze, communicate, document and validate requirements for changes to business processes, policies and information systems that are used to support agency business processes.

The business analyst must understand business problems and opportunities in the context of the requirements and recommend solutions that enable the organization to achieve its goals.

### **Required Qualifications**

- Four (4) or more years (full-time equivalency) of information technology experience administering, analyzing, designing, or programming computer systems applications or databases and troubleshooting/problem resolution; experience must include two (2) or more years (full-time equivalency) of experience working with end-users to collect business requirements. An Associate's degree or completion of an accredited vocational training program in Business Administration, Management Information System, Computer Science, or closely allied field (Engineering/Mathematics) may be substituted for two years of experience.

*AND*

- Four (4) or more years (full-time equivalency) of experience working with education and/or workforce data.

### **Desired Qualifications**

- Two (2) or more years (full-time equivalency) of experience developing T-SQL statements using MS-SQL.
- Demonstrated experience working on teams using a project management framework.
- Demonstrated experience using MS Word, Excel, PowerPoint, and Project.
- Demonstrated experience with test planning, test script development, test results compilation, and test reporting.

## **INFORMATION TECHNOLOGY SPECIALIST 5**

### **Definition**

This is the supervisory or expert level. Provides expert consultation and specialized analysis, design, development, acquisition, installation, maintenance, programming, testing, quality assurance, troubleshooting, and/or problem resolution tasks for major organization-wide, high risk/high impact, or mission-critical applications computing and/or telecommunication systems, projects, databases or database management systems; support products, or operational problems.

Provides project management leadership, technical expertise and demonstrates knowledge of project management practices, principles, and skills.

### **Desirable Qualifications**

Four years of information technology experience such as consulting, analyzing, designing, programming, installing and/or maintaining computer software applications, hardware, telecommunications, or network infrastructure equipment, directing projects, providing customer or technical support in information technology; or administering or supervising staff who performed work in any of these information technology disciplines.

## **ECONOMIC ANALYST 3**

### **Definition**

Within an agency's economic research organization, conducts studies of economic impact analysis in areas such as revenue estimation and forecasting, taxation analysis, business regulation and marketing analysis, foreign trade, economic development, public finance, labor economics or regional economics.

The major focus of economic impact analysis studies is to predict or measure impacts of a variety of conditions affecting an aspect of the State's economy. The conduct of such studies is characterized by the following steps:

- (1) receipt of questions which require investigation of cause-effect relationships;
- (2) determination of what information and procedures are required to answer such questions;
- (3) performance of mathematical and logical analyses requiring the application of economic theory, principles and techniques at a sophisticated and specialized level; and
- (4) interpretation of results, and oral and/or written presentation of conclusions and recommendations to the inquirer(s).

The Economic Analyst 3 is fully responsible for the conceptualization, design and implementation of all aspects of studies conducted within a major economic research program area.

### **Desirable Qualifications**

A Master's degree or equivalent in a Ph.D. program in economics, public finance or closely allied field; and three years of professional experience in economic analysis.

*OR*

Two years as an Economic Analyst in State service.

Professional experience in economic analysis may be substituted, year for year, for the required education, provided a Bachelor's degree in economics, public finance or closely allied field has been obtained. Additional graduate training in economics or public finance may be substituted, year for year, for experience.

## **EDUCATION DATA ANALYST**

### **Definition**

These positions will be responsible for conducting education and workforce research and assisting in the development of a statewide longitudinal P-20 education data system with data from early learning, K-12 education, postsecondary education, and employment. The work includes creation of longitudinal data sets from a combination of data systems, external data, and contextual data provided by Education Research and Data Center (ERDC) and partner agencies. Projects will include compiling research briefs and summary reports from large data sets as well as conducting stakeholder outreach. The work is presented to OFM senior staff and education and workforce agency partners with the ERDC. It is disseminated to the general public through studies, research briefs, and education and workforce agency partners.

Work for these positions is generally conducted based on broad direction and guidelines from the ERDC Director. The incumbent defines a major segment of the required work, under broad guidelines and with the assistance of the lead Senior Analyst for education/workforce, and is responsible for determining how the work is carried out.

### **General Qualifications**

The ideal candidate will have:

- A graduate degree (Ph.D. preferred), involving quantitative research, including formal education in the use of descriptive and multivariate statistics;
- Strong data management skills and experience working with large, complex databases in a research setting;
- Competence in data analysis using statistical software;
- Experience with SAS 9.x (SAS data step programming, macro facility, and Proc SQL), Transact-SQL, or similar programming language;
- Ability to convert data to practical, understandable information;
- Ability to maintain the highest degree of confidentiality;
- Ability to communicate effectively both orally and in writing; and
- Experience working effectively without close supervision.

### **Preferred qualifications:**

- Working knowledge of education or employment programs and data;
- Advanced skills in SAS 9.x, SQL, or similar programming language
- Expertise in logical database design; and
- Experience working with sensitive data.